

# City of Lincoln Appointment Application

The purpose of this form is to obtain general information for use in the nomination and confirmation process for appointments by the Mayor and to assist the Mayor in making inquiries concerning the qualifications of applicants for appointments. If you have recently prepared a biography or resume, PLEASE ATTACH IT TO THIS FORM.

Complete both sides and return to: Mayor's Office, 555 South 10th Street, Lincoln NE 68508. FAX: 441-7120

## PERSONAL INFORMATION

NAME (please type or print last name, first name, and middle initial)

☐ Mr. ☒ Ms. ☐ Miss. ☐ Mrs.

GEORGIA M. GLASS

700 Cottonwood Dr Lincoln, NE 68510

Legal Residence Street City State Zip County

300 So. 68th St. #100 Lincoln, NE 68510 Lancaster

Business Address Street City State Zip County

Residence Telephone (402) 327-0135 Business Telephone (402) 441-3086

Applicant Occupation HR Consultant Employer HR Connex, Inc.

E-mail Address gglass@hrconnex.net

To assist in the selection, you are asked to voluntarily provide information which is necessary for statistical reporting purposes. Under State and Federal Law, this information may not be used to discriminate against you.

Affirmative Action Information: Sex ☐ Male ☒ Female Racial/Ethnic Background Caucasian

## EDUCATION

Schools attended including High School

School	Location	Dates	Major/Degree
See Resume			

## PRESENT OR PREVIOUS COMMUNITY/VOLUNTEER ACTIVITIES

Board of Director member for:	People's Health
Goodwill Industries	Clinic - Personnel
Community Service Fund	Committee
Continuum EAP	
Heartland Big Brothers/Big Sisters	
Leadership Lincoln Lincoln Executive Series - Program Center	

## EMPLOYMENT

HR Connex, Inc.	300 So. 68th St. Place	Current
Employer	Location	Dates

Lincoln, NE 68510

Resume attached

12/2001

# CITY OF LINCOLN

## City Boards, Task Forces & Commissions

Please check City boards, task forces or commissions for which you would like to be considered for appointment.  
Please number your selections in order of interest.

### ADMINISTRATION

- ☐ Emergency Medical Services Board
- ☐ Lincoln City Library Board
- ☐ Lincoln Electric System Administrative Board
- ☐ Lincoln Housing Authority Board
- ☒ Personnel Board (2)

### BUILDING & SAFETY

- ☐ Building Code Board of Appeals
- ☐ Code Study Committee
  - ☐ Building Code Task Force
  - ☐ Electrical Code Task Force
  - ☐ Mechanical Code Task Force
  - ☐ Plumbing Code Task Force
  - ☐ Uniform Code Task Force
- ☐ Dangerous Building Code Board of Appeals
- ☐ Electrical Advisory, Appeals & Examining Board
- ☐ Examining Board of Plumbers
- ☐ Fire Sprinkler & Chemical Examining Board
- ☐ Gas Piping Exam Board
- ☐ Heating, Ventilating & Cooling Advisory & Appeals Board
- ☐ Heating, Ventilating & Cooling Examiners Board
- ☐ Housing Advisory & Appeals Board
- ☐ Plumbing Code Board of Appeals
- ☐ Uniform Fire Code Board of Appeals
- ☐ Water Conditioning Board of Examiners

### ENVIRONMENT

- ☐ Air Pollution Advisory Board
- ☐ Water Conservation Task Force

### GENERAL GOVERNMENT SERVICES

- ☐ Auditorium Advisory Board
- ☐ Cable Advisory Board
- ☐ Charter Revision Commission
- ☒ Government Access & Information Committee
- ☐ Workforce Investment Act Board
- ☒ City Personnel Board (1)

### HEALTH & HUMAN SERVICES

- ☒ Community Health Endowment Board of Trustees (3)
- ☒ Commission on Human Rights (4)
- ☐ Lincoln Area Agency on Aging Advisory Council
- ☐ Lincoln-Lancaster Women's Commission
- ☐ Lincoln-Lancaster County Board of Health

### PARKS & RECREATION

- ☒ Parks & Recreation Advisory Board
- ☐ Community Forestry Advisory Board
- ☐ Veterans Memorial Gardens Council

### PLANNING & DEVELOPMENT

- ☐ Board of Zoning Appeals
- ☐ Community Development Task Force
- ☐ Downtown Business Area Improvement Board
- ☐ Economic Development Loan Committee
- ☐ Historic Preservation Commission
- ☐ Lincoln-Lancaster County Planning Commission
- ☐ Nebraska Capital Environs Commission
- ☐ Urban Design Committee

### TRANSPORTATION

- ☐ StarTran Advisory Board
- ☐ Taxicab Review Board
- ☐ Pedestrian/Bicycle Advisory Committee

### OTHER

- ☐ Citizen Handicapped Parking Patrol
- ☒ Citizen Police Advisory Board (5)
- ☐ Mayor's Committee for International Friendship
- ☐ Mayor's Multicultural Advisory Committee
- ☐ Relocation Assistance Appeal Board
- ☐ Procurement Appeals Board

**Georgia M. Glass**  
**700 Cottonwood Drive**  
**Lincoln, Nebraska 68510**  
**402-327-0135/home**  
**402-441-7888/office**

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**Summary of  
Qualifications**

- \* Several years management experience in a variety of settings
- \* Recruitment, selection, and training of staff
- \* Salary administration
- \* Administration of benefits including insurance and retirement plans
- \* Well versed in state and federal employment law
- \* Considerable public speaking experience/excellent communication skills

**Professional  
Experience**

**Personnel Director for the City of Lincoln/Lancaster County,**  
*City/County Government, Lincoln, Nebraska*

Responsible for managing city/county employment; city/county compensation and classification system; risk management; employee benefits; a civilian pension plan and the Police/Fire Pension Plan. The city/county employs approximately 3,200 staff representing 38 different departments.

- \* Provide professional leadership and direction for the Personnel Department including supervision of 21 staff
  - \* Personnel policy development, implementation and administration
  - \* Grievance resolution
  - \* Labor union contract negotiations (eight bargaining units)
  - \* Interpretation of Lincoln Municipal Code, County Personnel Rules and labor union contracts
  - \* Develop recruitment and selection initiatives
  - \* Negotiate with insurance provider on rates and plan design
  - \* Contact person for FMLA, FLSA, EOE and ADA regulations
  - \* Oral and written presentations to elected officials and city/county management
  - \* Oversee department budget of \$1,000,000
- June 1999 - present*

**Human Resources Manager, *The Scoular Company*, Omaha, Nebraska**

The Scoular Company is a North American agricultural commodities and livestock trading company with offices in twelve states, Canada and Mexico.

- \* Establish and monitor consistent personnel policies and procedures throughout the organization
  - \* Support all business units and provide advice for and management of regulatory and legal issues associated with human resources activity
  - \* Negotiation and administration of all benefit programs
  - \* Coordinate and manage all recruiting efforts
  - \* Assist in opening new offices in the United States and Canada
  - \* Employee and management counseling and problem solving assistance
- September 1996 - June 1999*

**Account Executive, *Sterling Communications*, Lincoln, Nebraska**

- \* Plan, coordinate and direct advertising campaigns for clients
  - \* Coordinate activities of copy writers, graphic designers and media buyers to serve client needs
  - \* Manage special projects
- March 1996 - September 1996*

**Resident Manager, *The Cornhusker Hotel and Conference Center*, Lincoln, Nebraska**

The Cornhusker Hotel is a 290-room convention hotel with 40,000 square feet of meeting space employing approximately 350 staff.

- \* As an Executive Committee member, develop operational goals for the Hotel and specifically the Rooms Division
  - \* Manage budget process for Rooms Division
  - \* Direct daily operations of the Front Office, Housekeeping, Security and Human Resources departments
  - \* Monitor and respond to guest complaints and requests
  - \* Evaluate and train management team
- March 1993 - January 1996*

**Director of Human Resources, The Cornhusker Hotel and Conference Center, Lincoln, Nebraska**

- \* Develop policy, direct and coordinate all human resources activities
- \* Responsible for all employee relations programs
- \* Administer employee benefits
- \* Serve as Safety Coordinator/Process Worker's Compensation claims
- \* Problem resolution/advise management on matters relating to employment law
- \* Selection, orientation and training of staff

*June 1986 - March 1993*

**Director of Career Development, Doane College, Crete, Nebraska**

- \* Placement and supervision of 200 student interns annually
- \* Contact with appropriate businesses and agencies to develop internship programs and facilitate placement of student interns
- \* Evaluation, diagnosis and career counseling for all students
- \* Plan and coordinate annual on-campus Career Fair

*May 1984 - June 1986*

**Education**

Master of Education Degree  
Oklahoma City University

Master of Arts Degree/English  
University of Nebraska/Lincoln

Bachelor of Science Degree/English and Speech  
University of Nebraska/Lincoln

**Community/Professional Involvement**

Member, *Lincoln Human Resource Management Association*  
Board of Directors, *Continuum Employee Assistance Program*  
Board of Directors, *Heartland Big Brothers Big Sisters*  
Board of Directors, *Community Services Fund*

**References**

Available upon request